

*General Counsel*

~~CONFIDENTIAL~~

15 September 1948



MEMORANDUM FOR: Asst. Director for Reports and Estimates  
Asst. Director for Operations  
Asst. Director for Special Operations  
Asst. Director for Collection and Dissemination  
Asst. Director for Policy Coordination  
Chief, ICAPS  
Chief, Advisory Council  
General Counsel  
Executive for Inspection and Security  
Chief, Services Branch, A&M

*WHP*

*Adm. Training*

SUBJECT: Motor Pool Vehicles

25X1A

REFERENCE: Par 3, Administrative Instruction



*revised*

1. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them at a given time.

2. An official designated in paragraph 1 above who calls for motor pool cars will inform the dispatcher as to whether the chauffeur should wait at destination or return at a given time so that chauffeurs may receive proper official instructions from their supervisor.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Executive for  
Administration and Management